



REQUEST TO FILL VACANT POSITION

STATE OF NORTH DAKOTA

SFN 6796 (6/93)

Coding

Department/Agency		Division/Unit	
Classification/Grade		Position Number	
Name of Last Incumbent	Date Position Vacated	Anticipated New Hire Date	
Reason for Vacancy (Attach Additional Sheet if Necessary)			
Number of Authorized FTE in Unit	Number of Current Vacancies	Number of Temps in Unit	Source of Funds

Justification to Fill Position (Attach Additional Sheet if Necessary)

Impact if Position Is Not Filled (Attach Additional Sheet if Necessary)

Alternatives to Filling Vacancy (Attach Additional Sheet if Necessary)

*** APPROVAL MUST BE RECEIVED BEFORE EXTENDING AN OFFER OF EMPLOYMENT.**

AGENCY SIGNATURES:

Appointing Authority	Agency Head	Date
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REVIEW:

Request to Fill Vacant Position Is <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Comments	
Hiring Council	Date

WHITE - HIRING COUNCIL

CANARY - AGENCY (UPON DISPOSITION)